



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST (G)

\$2817 - \$4579

CONSUMER SERVICES & MARKET CONDUCT BRANCH LOS ANGELES

RESPONSIBILITIES:

Under general direction the Deputy Commissioner and/or Staff Services Manager, the Staff Services Analyst provides analytical and administrative support to the Deputy Commissioner. The incumbent also independently prepares and completes complex technical, budget and administrative reports and projects as directed by management. Additionally, the incumbent composes written correspondence on a wide range of program-related issues, including those involving confidential and sensitive matters, and ensures all Department correspondence are correct in content and grammar. The Staff Services Analyst also supports the Deputy Commissioner in maintaining calendars and travel activities, including arranging internal and external meetings and preparing travel expense claims.

DESIRABLE QUALIFICATIONS:

- Excellent communication skills, both orally and in writing
- Strong research, analytical, and problem solving skills
- Strong organizational skills
- Ability to exercise sound judgment
- Ability to handle multiple assignments efficiently and in a timely manner
- Ability to work under tight deadlines in a fast-paced environment
- Excellent interpersonal skills and the ability to establish and maintain cooperative working relationships
- Experience in working with Legislative and/or Executive officials
- Knowledge and experience working with Microsoft Word, Excel, and Outlook
- Punctual and dependable including ability to work occasional long hours during peak workload periods

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst (G), level, those within transfer range, or individuals who have list eligibility for Staff Services Analyst (G). Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

05/05/14 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Staff Services Analyst (G) Position Number # 413-370-5157-005” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: **May 13, 2014**

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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